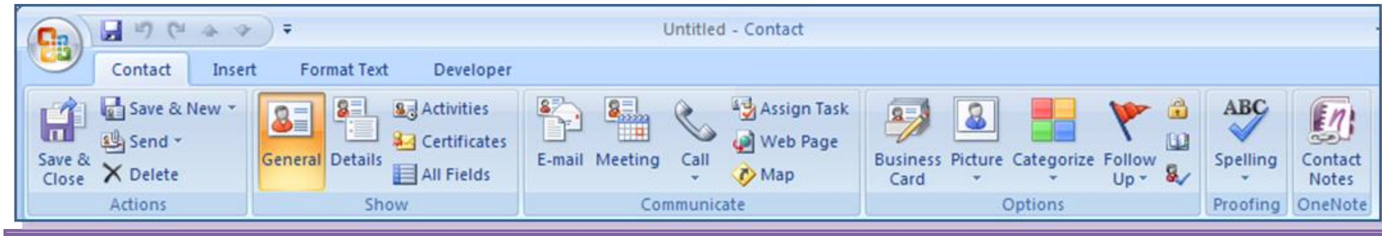
Add Contact Ribbon

This ribbon is used to save a Contact, to show the Contact, to add different elements to the Contact, to send an e-mail directly from the Contact, plus many other options. This document will list and explain each button on the Contact ribbon.



Group/Button	Description
Actions Group	
Save & Close	Once the information has been entered into the Contact record, click this button to save the Contact and close the window.
Save & New	To save a Contact, close the Contact record, and open a new Contact record, click this button.
Send	This button is used to forward Contact information to another person.
Delete	Use this button to remove a Contact.
Show Group	
General	Click this button to show the General page of the Contact information. The general page is where primary information about the contact can be entered, such as the name, phone number, street address, city, state, and e-mail address.
Details	To enter or edit secondary information about a Contact, click this button.
Activities	Use this button to access the Activities Page. This page is used to track other Outlook information about a Contact.
Certificates	This button is used to show the Certificates page for a Contact. This is the area where Digital IDs are stored.
All Fields	Click this button to show the All Fields page of the Contact. This page is used to edit all the information for a Contact.
Communicate Group	
E-mail	This button is used to send an e-mail message to the selected Contact. The Untitled-Message window will display.
Meeting	Use this button to create a new meeting with the selected Contact. The Untitled-Meeting window will display.
Call	To call this person using a phone or instant messaging, click this button. Click the arrow at the bottom of this button to see a list of phone numbers for the Contact.
Assign Task	Click this button to assign a task to the selected Contact. The Untitled-Task window will display.

Group/Button	Description
Web Page	This button is used to launch the Web site that is specified in the Contact record.
Map	To display a map to the address specified in the Contact record, click this button.
Options Group	
Business Card	Use this button to add or edit a business card for the Contact. The Edit Business Card window will display.
Picture	To add or edit a picture for this Contact, click this button. The Add/Change Contact Picture window will display.
Categories	This button is used to add a category for the appointment. Several categories are available in Outlook. Additional categories can be added to the list.
Follow-Up	Click this button to set a flag for a reminder at a future date to follow up on this Contact. A list of follow-up options will display.
Private	This button is used to mark a Contact as private. This means that anyone else viewing the Contacts will not be able to see the record for this Contact.
Address Book	The Address Book is used to search for names, addresses, and e-mail addresses.
Check Names	Use this button to check the names and e-mail addresses for the Contact to make sure it is possible to send a message to them.
Proofing Group	
Spelling	To check the spelling for the Contact information, click this button.
Research	If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button. It is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries, encyclopedias, and so forth.
Thesaurus	To search for antonyms and synonyms for a selected word, choose this option. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translate	This option is used to translate the text in the Contact text area to a different language. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translation Screen Tip	Use this option to select from four different languages or to turn off the Translation Screen Tip. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.

Group/Button	Description
Set Language	Use this button to set the language for selected text within an Contact. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Word Count	This button is used to determine how many words are in the text area of a Contact record. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
OneNote Group	
Meeting Notes	When this button is clicked, Contact notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.